



WASHINGTON, D.C. TOUR REQUEST FORM

Congressional tickets are in high demand and unfortunately, low supply. We apologize in advance if we are unable to accommodate your request. We advise submitting requests at least 6 months in advance of your planned trip.

Name: _____

Dates In D.C.: _____

Address: _____

Date Departing IN: _____

Number In Group: _____

Telephone (Work): _____

Telephone (Home): _____

FOR OFFICE USE ONLY

- ☐ Bureau of Engraving and Printing
M-F at 8:15 and 8:45
Limit 10 per tour
- ☐ The Department of State
M-F at 9:30, 10:30, and 2:45
Children under 12 not allowed
Limit 25 per tour
- ☐ The Supreme Court
M-F at 2:00
Limit 4 per tour
Min. 25 for school groups
- ☐ The U.S. Capitol
M-F at 10:00 or 2:00
Limit 15 (staff-led)
Limit 40 (professional)
- ☐ The White House
Tue-Sat at 7:45-10:30
School and Military groups only
Minimum of 10 students

Fax up to 6 months in advance
Date faxed: _____ 202-874-0968
Confirmed: Y ____ N ____
Date: _____ Time: _____

Fax up to 3 months in advance
Date faxed: _____ 202-736-4232
Confirmed: Y ____ N ____
Date: _____ Time: _____

Call up to 4 months in advance, limit 4 people per day, 2 requests per call.
Date called: _____ 202-479-3499
Confirmed: Y ____ N ____
Date: _____ Time: _____

Call up to one week in advance for students, or schedule for staff.
Date called: _____ 202-224-8406
Confirmed: Y ____ N ____
Date: _____ Time: _____

Fax up to 1 year in advance
Date faxed: _____ 202-546-2370
Confirmed: Y ____ N ____
Date: _____ Time: _____

Comments: _____

*Our Washington office will contact you via mail within 3 weeks of receipt of this form.
Tour confirmation will be mailed two weeks before your planned departure.
In order to assist you better, please notify our office if you change your travel plans.*